



High-Profile Information Technology Project Status Report

Department: Employee Trust Funds

Project Name: Transformation, Integration, Modernization (TIM) – Benefit Administration System (BAS)

Business Sponsor: Robert Conlin

Date of Report: 10/14/15

Reporting for Quarter: 7/1/2015

Project Start Date: March, 2014

Planned Implementation Date: 2018

Estimated Project Cost: \$25M

Amount Provided Through Master Lease: Most

Project Description – Enter a brief description of the project, including the business case for it and its major deliverables.

ETF is replacing all of its legacy, custom-built line-of-business computer applications with a single, highly-integrated system from Vitech Systems Group. Vitech's V3 application is already installed at over 20 public pension funds and 30 private sector companies. It is a functioning and highly configurable system specifically designed for pension, insurance and other benefits administration.

The Benefit Administration System (BAS) project will deliver functionality in three rollouts, or phases:

Rollout 1 - Imaging, workflow, and document management - Q4, 2015

Rollout 2 - Employer Reporting and Insurance Benefits - Q4, 2016 to Q1, 2017

Rollout 3 - Employee Benefit Processing Q3, 2018

Project Funding – Please describe all sources of funding for the project, which should add up to the estimated project cost cited above.

The Project funding has been made available through Department's SEG funds and via separate budget request for project staffing and funds with funding advanced through Master Lease. The \$25M estimated cost includes the \$22.2M vendor fees and software licenses and hardware needed to augment DET's infrastructure services.

Project Status – Determine the status for the Schedule and Budget categories below based on the guidelines on the right and described in more detail on page 2 of this document.

Insert an X in the column that best describes the status of the category. Add comments for that category as needed.

Additional comments are not required if the status is Green, but if a category has a status of Yellow or Red, describe the issues or problems and what actions the agency is taking to address them.

STATUS COLOR INDICATORS	
Green	On target as planned
Yellow	Encountering issues (e.g., Schedule or Budget over by 10% to 25%)
Red	Encountering problems (e.g., Schedule or Budget over by 25% or more)

Project Status Categories

Schedule Status

During this quarter, Rollout 1 experienced some delays due to some remaining critical/high bugs in the product. While we are getting closer to resolving many of the remaining critical/high issues, it has been decided by ETF's TIM Steering Team (TST) to postpone the go-live to November 9 to more thoroughly test the product. Rollout 2 is in progress and on track.

Budget Status

Green	Yellow	Red
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The contract with Vitech is a fixed cost project. The technical infrastructure is being installed at the DET data center and will utilize DET services, with some ETF equipment purchased with Master Lease or administrative funds. No funding concerns at this time

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Summarize Any Completed Major Tasks or Project Phases:

Rollout 1 final acceptance testing (FAT) is in progress. The design sprints for Rollout 2 are continuing according to plan. ETF and DET IT staff worked to move all non-Production environments to the alternate state data center in Milwaukee. The working relationship between ETF, DET, and Vitech continues to be excellent.

Summarize Any Significant Project Changes Affecting Schedule, Budget or Scope:

For each change, describe what the change involved, when it was approved, and the reasons behind the approved change. FAT is uncovering more bugs than expected at this point, but Vitech is working to fix them and has a plan to have them all fixed by October 21 to position us for the go-live date of November 9. This will give business users two weeks to finalize the business processes and procedures. The product appears to be getting progressively better as Vitech commits more resources to get Rollout 1 completed. No incremental cost or anticipated project impact.

Additional Comments or Issues (optional):

If you have any additional overall status comments about the project (e.g., project news, accomplishments, emerging challenges or risks that could affect the project), please provide them here. ETF and Vitech are making adjustments to staffing as the project progresses. We have begun Lessons Learned discussions to gather what went well vs. what did not, with suggestions for improvement, from Rollout 1's participants. The targeted goal, following the completion of the document and discussion, is to convert the applicable improvement suggestions into recommendations for subsequent rollouts.

Project Status Category Guidelines

Schedule Status

Green – Indicates that the project or phase is on track for the targeted implementation date.

Yellow – Indicates that the project or phase may be falling behind and analysis needs to be done to determine if

Project Status Category Guidelines
the project can recover and still achieve the targeted implementation date, or if adjustments must be made to that date. Red – Indicates that the project or critical tasks <u>have fallen behind</u> schedule, and corrective action must be taken to still achieve the targeted implementation date or that date must be changed.
Budget Status Green – Currently on target with project budget. Yellow – Project is over budget by 10 to 25%. Red – Project is over budget by 25% or more.